



## Department of Energy

Washington, DC 20585

June 15, 2006

### MEMORANDUM FOR SECRETARIAL OFFICERS

**FROM:**

C. Russell H. Shearer  
Acting Assistant Secretary for  
Environment, Safety and Health

A handwritten signature in black ink, reading "C. Russell H. Shearer", is placed over the typed name.

**SUBJECT:**

Quality Assurance Report Guidelines

In the Secretary's April 26, 2006 memorandum on "Improving Quality Assurance", the Office of Environment, Safety and Health (EH) was assigned the task of providing guidance to Departmental Elements for the content of the requested report. The attached report guidance was developed by representatives from EH, Office of Environmental Management, Office of Science, Office of Nuclear Energy, Office of Fossil Energy and the National Nuclear Security Administration.

This guidance is intended to assist the Secretarial Offices with reporting on their quality assurance (QA) implementation for the purpose of assessing the status of the Department's QA programs and to identify areas in which improvements may be necessary. The guidance has been designed to collect basic compliance information about the level of QA implementation based on your Quality Assurance Program (QAP). This information will allow for a rollup of the information in a report to the Deputy Secretary that will begin to define QA implementation status across the Department. The guidance focuses on: QAP development, approval and implementation status per DOE Order O 414.1C; QA authorities and qualifications status; assessment and improvement; and, flow-down of QA requirements to the Field Elements and contractors. EH will issue subsequent report guidance annually to allow line management to measure the effectiveness of QA implementation in the Department. EH will continue to work with Program Secretarial Offices (PSO) in developing future guidance. The electronic version of the Guidance will be available on the EH Website <http://www.eh.doe.gov/qa/>.

The Secretary requested that all Departmental Elements report on their QA implementation to EH by July 30, 2006. Field Element managers that are accountable to multiple PSO's (e.g., Oak Ridge and Idaho Operations Offices) should send their reports to their respective lead PSO with a copy to their Cognizant Secretarial Officer (CSO) and associated PSO's. Lead PSO's should



interface with the CSO and PSO's on the rollup of report details to ensure consistent and accurate reporting is achieved.

Questions regarding the report guidance should be directed to Patrice Bubar at (301) 903-8008 or Gustave (Bud) Danielson at (301) 903-2954.

Attachment